

**PLANNING AND ZONING MEETING
TUESDAY, NOVEMBER 24, 2015
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Planning Commission web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Tuesday, November 24, 2015, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: James Holloway
Bob King
Randy Hein
Ryan Waterbury
Mary England
Don Redder
Monte Henrie

Absent Members: None

Others present: Liz Becher, Community Development Director
Craig Collins, City Planner
Aaron Kloke, Planner I
Dee Hardy, Administrative Support Technician
Will Chambers, Assistant City Attorney
Shelley LeClere, Code Enforcement Supervisor
Steve Cathey, Councilmember
Yvonne Fairbanks, 2023 Linda Vista Drive

II. MINUTES OF THE PREVIOUS MEETING

Chairman Holloway asked if there were additions or corrections to the minutes of the October 27, 2015 Planning & Zoning Commission meeting.

There being none, Chairman Holloway called for a motion to approve the minutes of the October 27, 2015 Planning & Zoning Commission.

Mr. Henrie made a motion to approve the minutes of the October 27, 2015 meeting. The motion was seconded by Mr. Waterbury. All those present voted aye. Minutes approved.

III. PUBLIC HEARING

The first case this evening:

PLN-15-058-C – Petition for a Conditional Use Permit for a “Family Child Care Center” – Zoning Review” to allow a home-based, child care facility for up to 15 children, on Lot 6, Block 4, Pratt Addition No. 2, located at 2023 Linda Vista Drive. Applicant: Melvin and Yvonne Fairbanks.

Aaron Klope, Planner I, presented the staff report and recommended that if, after the public hearing, the Planning and Zoning Commission finds that the requested Conditional Use Permit meets the two (2) reasons and six (6) findings necessary for the approval of a Conditional Use Permit found in Section 17.12.240 (G) and (H) of the Casper Municipal Code, as outlined in the staff report that the Planning and Zoning Commission articulate its findings, and further recommends that the Planning and Zoning Commission include, at a minimum, the following five (5) recommended conditions of approval.

1. The applicants shall maintain a minimum of two (2) open off-street parking spaces in the driveway for use by daycare customers during the hours when the daycare is in operation.
2. Pursuant to Section 17.12.140(A)(2) of the Municipal Code, signage for all “home occupations” shall be limited to only signage that is non-illuminated, attached flush with the dwelling, and not exceeding one square foot in area.
3. The Family Child Care Center is approved as a secondary, accessory use of the property. The primary use of the property shall remain single-family residential, which is a permitted use in the R-1 (Residential Estate) zoning district. Therefore, the operator of the Family Child Care Center must live at the subject property. If the operator of the Family Child Care Center is found not to be residing on the premises, the Conditional Use Permit may be immediately revoked by the City, pursuant to Section 17.12.240(J) of the Casper Municipal Code.
4. Pursuant to Section 17.12.240(M)(3) of the Casper Municipal Code, the Conditional Use Permit shall be granted to the child care provider, and shall not attach to the land. The Conditional Use Permit shall not be transferred from one location to another, and shall not be transferable from one child care provider to another.
5. Non-compliance with the conditions of the Conditional Use Permit will result in the revocation of the permit, pursuant to Section 17.12.240(J) of the Casper Municipal Code.

Mr. Klope entered five (5) exhibits into the record for this case.

Chairman Holloway opened the public hearing and asked for the person representing the case to come forward and explain the application.

Yvonne Fairbanks, 2023 Linda Vista Drive, spoke in favor of this case.

Chairman Holloway asked for anyone wishing to comment in favor of or opposition to this case.

There being no one to speak, Chairman Holloway closed the public hearing and entertained a motion to approve, deny, or table PLN-15-058-C, regarding the Conditional Use Permit to allow a home-based, child care facility for up to 15 children, on Lot 6, Block 4, Pratt Addition No. 2, located at 2023 Linda Vista Drive.

Mr. Waterbury made a motion to approve case PLN-15-058-C, finding it met the two (2) reasons and six (6) findings necessary for the approval of a Conditional Use found in Section 17.12.240 (G) and (H) of the Casper Municipal Code, and with Conditions #1-5 listed in the staff report. The motion was seconded by Ms. England. All those present voted aye. Motion carried.

COUNCIL ACTIONS:

A replat creating Mesa Del Sol III.

A replat creating Prairie Park Estates No. 3.

V. SPECIAL ISSUES:

There were none.

VI. COMMUNICATIONS:

A. Commission:

There were none.

B. Community Development Director:

Liz Becher, Community Development Director, stated that Council had completed interviews for openings on the Planning and Zoning Commission earlier this evening, Chairman Holloway and Mr. Collins, were in attendance, and new appointments would be published in the December 1, 2015, Council Agenda. With the end of the year rapidly approaching there are two (2) events remaining; the December 10, 2015, Planning and Zoning Commission meeting, and the lunch meeting scheduled for December 17, 2015. She thanked outgoing Commissioners, Monte Henrie and Mary England for their service over the past several years. She asked the Commission to begin thinking about two (2) members to replace them on the OYD (Old Yellowstone District) Advisory Committee.

Ms. England stated that the OYD Advisory Committee was a fun group. Mr. Henrie advised they were a fun, happy group to work with.

B. Other Communications:
There were none.

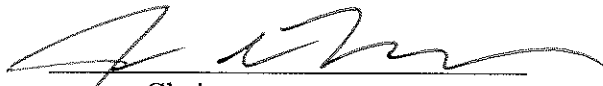
C. Council Liaison:
Steve Cathey, Councilmember, stated that the new members would be appointed at the Tuesday, December 1, 2015, Council meeting. He asked if he could answer any questions.

Mr. Redder wished everyone a Happy Thanksgiving.

Mr. Waterbury asked if meeting day had changed. Chairman Holloway replied that it had changed to the third (3rd) Thursday of each month beginning January 1, 2016.

VII. ADJOURNMENT

Chairman Holloway called for a motion for the adjournment of the meeting. A motion was made by Mr. Redder and seconded by Mr. Henrie to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned at 6:20 p.m.


Chairman


Secretary